## How to Apply to the Nantucket Historic District Commission



The Old Mill in 1935 - Wikipedia

Planning & Land Use
Services
HISTORIC DISTRICT COMMISSION
2 FAIRGROUNDS ROAD
NANTUCKET, MA 02554
PHONE (508) 325-7587
FAX (508) 228-7298

http://www.nantucket-ma.gov

PLEASE CONTACT PLUS STAFF WITH QUESTIONS!

Mark Voigt, HDC Administrator <u>mvoigt@nantucket-ma.gov</u> (508) 325-7587 x7023

BUILDING WITH NANTUCKET IN MIND
Last revised July 2014

# & Understanding the process

LET US ALL KEEP NANTUCKET – NANTUCKET!

PLUS Phone: (508) 325-7587

## Do I need to apply?

#### YES!

If you are planning exterior changes:

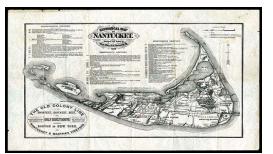
- -Re-roofing
- -Changing Colors

- -Arbors
- -Decks
- -Window Replacements
- -Retaining Walls
- -Hardscaping/Paving
- -New Construction

## Here is what you need:

- Completed Application Form
- Application Fee
- Four (4) Collated Packets to include:
  - Locus Map
  - ◆Plot Plan
  - •Drawings of Proposal
  - •Elevation Plans
  - Floor Plans
- •One (1) set of reduced (8 ½" x 11") copies of ALL application materials
- A Scanned PDF of the complete reduced application materials to send via email to HDC Submissions, <u>once</u> your application has been accepted.

HDCsubmissions@nantucket-ma.gov



## ...you may also need:

- Supplemental information for existing or Historic Buildings
- Photographs
- As Built Plans
- Topographic Map
- Four (4) Collated Packets to include:
  - •Exterior Elevation and Floor Plans
  - Door and Window Schedule
- Abutter Notification Materials
- Approvals (Conservation Commission, Zoning Board of Appeals and Planning Board)

#### HELP US, TO HELP YOU!

You are creating copies of the packet of information for the commission that shows them: where the property is, what it looks like and what you want to do with it.

### QUESTIONS?

Stop by or give us a call at (508) 325-7587
We are always happy to help you understand this process better!

## What it looks like:

## HDC APPLICATION

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Here's a breakdown of what we need:

#### PROPERTY INFORMATION

PROP	ERTY DESCRIPTION
TAX MAP N°:	PARCEL N°.
Street & Number of Proposed W	/ork:
Owner of record:	
Mailing Address:	
4 1	
Contact Phone #:	E-mail:

Here is where you tell the HDC what property you are planning to make changes. You can locate map and parcel information at: http://host/appgeo.com/nantucketma/

#### **AGENT INFORMATION**

AGENT INFORMATION (if applicable)				
Name:		- 5	-551.6	
Mailing Address:		-		
Contact Phone #:	E-mail:	7		
			100	

If you are not the property owner, you need to fill out this section – if you are the owner, you can skip this part. We will also need a written statement (fax or email is acceptable) from the property owner, stating you are authorized to do work on their property.

## DESCRIPTION OF WORK TO BE PERFORMED

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Here is where you will tell the HDC what you want to do. If there is not an option listed for your project or if your application is for multiple changes, please use the "Other" option.

#### DETAIL OF WORK TO BE PERFORMED

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Here is where you need to be specific about the work you are planning to do. Most of this section will not apply, but the parts that do, need to be filled out completely.

#### COLORS

	COLORS		
Sidewall	Ctophoard (if applicable)	Rool	25
Trim	Sesh	Doors	
Deck	Foundation	Fence	Stuffers
* Attach manufacturer's color samples if o	olor is not from HDC approval list.		

In this section, you inform the HDC as to which colors you will be applying to each part of the work described previously.



# APPLICATION COMPLETE! WHAT NEXT?

 Deliver completed application, with the appropriate fee, to the HDC office at 2 Fairgrounds before 12PM on the deadline day. Deadline dates for submissions are on the back of the checklist form or on the Town of Nantucket website in the

#### Meeting Calendar.

- While at the HDC, sign your project up for "New Business".
- •Confirm your meeting date during sign up, and plan to attend!
- Submit your entire application in PDF format, with the address as subject, to: hdcsubmissions@nantucket-ma.gov

#### AT THE HDC MEETING

#### **APPROVAL**

If your application is approved, there is nothing further for you to do. Allow a few days for paperwork to be processed then stop by the office to pick up your approval.

Sometimes the HDC "approves through staff" meaning there are minor changes that you need to do before we can release it. If your application receives this type of approval, call the HDC (508) 325-7587 the next day to get things sorted out.

#### DENIED

In the unlikely event, your application is denied, you may not move forward with your project. There is an appeals process if you feel there were procedural errors in your hearing.

#### **HOLD FOR REVISIONS**

If your application is held for revisions, you will need to submit the changes by one of the 'rolling' deadlines in order to be heard at the following "Old Business" meetings. It is always a good idea to check in with HDC staff to go over what is required.

For More Information & Resources, go to:

<u>http://www.nantucket-</u> <u>ma.gov/283/Historic-District-Commission</u>